

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Preparation must be according to instructions given in FSN Handbook, Chapter 4 (3 FAH-2)

1. POST COTE D'IVOIRE	2. AGENCY USAID	3a. POSITION NO. AID-NPC-021
3b. Is this position SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, List the position numbers authorized and/or established.		

4. REASON FOR SUBMISSION	
<input type="checkbox"/> a. Reclassification of duties: If the reclassification involves the consolidation of all or part of two or more jobs into one, those positions must also be listed.	
Position No.: _____	Title: _____ Series: _____ Grade: _____
Position No.: _____	Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position	
<input type="checkbox"/> c. Other (explain): _____	

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	PUBLIC HEALTH SPECIALIST - 540	FSN11	ENM	12/12/2011
b. Other (EXO, USAID/W)				
c. Proposed by Initiating Office	PUBLIC HEALTH SPECIALIST - HEALTH ECONOMIST	FSN11		

6. POST FUNCTIONAL TITLE POSITION (if different from official title) HEALTH ECONOMIST	7. NAME OF INCUMBENT
8. OFFICE/SECTION	b. 2 nd Subdivision: HEALTH OFFICE
a. 1 st Subdivision: USAID COTE D'IVOIRE	c. 3 rd Subdivision: Health Systems Strengthening

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
EMPLOYEE Signature <u>TYPE NAME, TITLE</u>	SUPERVISOR Signature <u>TYPE NAME, TITLE</u>		
Date (mm-dd-yy)	Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
SECTION CHIEF or AGENCY HEAD Signature <u>TYPE NAME, TITLE</u>	HUMAN RESOURCES Signature <u>TYPE NAME, TITLE</u>		
Date (mm-dd-yy)	Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Health Economist will provide technical and administrative support to USAID/Health CI in the areas of healthcare costing/financing, economic analysis, as well as broader health systems strengthening activities related to health sector planning and policy development. The health economist will have primary responsibility in tracking annual resource mobilizations by the GOCI and its other donors as well as USG (PEPFAR) in support of implementation of the national strategic plans to address HIV and AIDS through preventing the maximum number of new infections, reducing HIV/AIDS related morbidity and mortality, reducing the impact of the disease on individuals, families, society, businesses, and ensuring good governance and systems strengthening for program implementation. The health economist will track GOCI budgeting and financial cycles respectively in the Ministries of Plan and Finance to ensure that projections of recurrent cost implications of the national HIV/AIDS program are duly considered well ahead of time to ensure adequate preparations for shifting PEPFAR-supported costs into the national budget. As domestic resource mobilization is a key objective of U.S. Embassy Abidjan, the Health Economist has an important role to play in the furthering of this integrated country strategy objective.

The health economist will keep abreast of donor and regional financing initiatives to improve efficiencies in the utilization of available limited resources and advocate for increased resources, and advise both PEPFAR and the MSLS in the application of these cost reducing efforts.

S/he will take the lead for USAID/Health and, at times, PEPFAR and collaborate with host country counterparts in the design and oversight of health financing initiatives for the Cote d'Ivoire.

The successful candidate will have experience in health cost financing research and evaluation design, data collection and analysis. S/he will have the knowledge and experience to translate research findings into policies and practices on which to construct fiscally sound and culturally appropriate healthcare programs in CI. Illustrative studies and research might include evaluation of the national service delivery system (inclusive of performance based financing approaches), specific health programs (such as preventive vs. curative care), leveraging private sector resources, costing of health services and programs, identification and assessment of health insurance schemes, voucher and conditional cash transfer program, etc.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

- i. Perform technical assignments related to national and per capita costs of the healthcare system, including research/study conceptualization and design, data collection, analysis, report writing (for a variety of audiences), and oral presentation of results.
- ii. Serve as the USAID lead for the PEPFAR Expenditure Analysis exercise.
- iii. Serve on PEPFAR HSS Technical Working Group or other groups as assigned.
- iv. Provide direct technical assistance to host country counterparts regarding economic evaluation, healthcare system costing and analysis, cost projection tools, resource allocation, resource generation.
- v. Serve as AOR or activity manager for USAID/Health implementing partners engaged in health care finance and related support activities, as needed
- vi. Advise on economic strategies and actions to ensure optimal nation-wide healthcare coverage (e.g., optimal roles of public and private sectors).
- vii. On a regular basis, review and track host country health sector expenditures; identify and propose concrete actions (e.g., policies, task shifting, reorganization, training, etc.) to address sector needs/gaps.
- viii. Organize meetings related to health economics/health cost financing; collaborate with PEPFAR colleagues, host country counterparts and implementing partners on the development of health cost financing strategies, initiatives and work plans.
- ix. Manage/coordinate in-country data collection related to health cost financing, expenditure analysis, conduct field visits, assure data quality and quality of program implementation.
- x. Develop budgets and scopes of work for ad hoc studies in healthcare financing area if/as necessary; assist with recruitment of consultants, prepare their terms of reference.
- xi. Take a leading role in the development of PEPFAR CI's investment strategy in the areas of health systems strengthening and health finance.
- xii. Liaise and collaborate with the GoCI, other donors, multi-lateral partners, and PEPFAR implementing partners on healthcare financing initiatives.
- xiii. Must be able to travel nationally up to 25% of the time.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Masters' degree (or French equivalency) in economics (or similar majors, e.g.: international development with finance/economics focus, health cost financing, econometrics, etc.). Medical Doctor or MPH degree is an added advantage.

- b. **Prior Work Experience:**
8-10 years of experience with health sector programs in CI or a similar developing country. This should include experience at national level on development of public health policies and technical guidelines. Previous experience with USG, with other international donor organizations, or within a large public or private sector health care entity with nationwide reach.
- c. **Post Entry Training:**
COTR
- d. **Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level and specialization)*
Fluency in English and French, reading and speaking, level IV.
- e. **Job Knowledge:**
Demonstrated expertise in econometrics and in the conduct of health sector costing, performance based financing, cost-effectiveness and other economic studies.
- f. **Skills and Abilities:**
Ability to work well independently, with minimal management oversight, within a large multiagency team whose purpose is to assist the host country government, numerous implementing partners and a wide range of beneficiaries. Superior writing, research, analytical and communication/presentation skills and ability to produce reports/analyses within tight deadlines.

16. POSITION ELEMENTS

- a. **Supervision Received:**
Work is performed under the general guidance of the HSS Branch Chief who assigns work based on program priorities and reviews the final “products”. The Health Economist has wide latitude for the exercise of independent judgment; the work entails outstanding difficulty, sensitivities and responsibility. S/he has formal decision-making authority in program areas consistent with USAID policies regarding locally employed staff (LES), and PEPFAR program goals, and strategies.

Supervision Exercised: N/A
- b. **Available Guidelines:**
The Automated Directive Systems and other USAID regulations, the relevant Strategic Operational Plan, the Mission Strategic Plan and the mission intranet and Website.
- c. **Exercise of Judgment:**
Work is performed under the general guidance of the HSS Branch Chief who assigns work based on program priorities and reviews the final “products”. The Health Economist has wide latitude for the exercise of independent judgment; the work entails outstanding difficulty, sensitivities and responsibility. S/he has formal decision-making authority in program areas consistent with USAID policies regarding locally employed staff (LES), and PEPFAR program goals, and strategies.
- d. **Authority to Make Commitments:**
No authority to make financial commitments.
- e. **Time Expected to Reach Full Performance Level:** One year.

Please refer to 3 FAH-2 H-400 APPENDIX B, “INSTRUCTIONS FOR PREPARING INTERAGENCY FSN POSITION DESCRIPTION” and/or USAID’s “Writing FSN Position Description Guidelines” for more information on completing the DS-298.